December 1990
Vol. 49, No. 12

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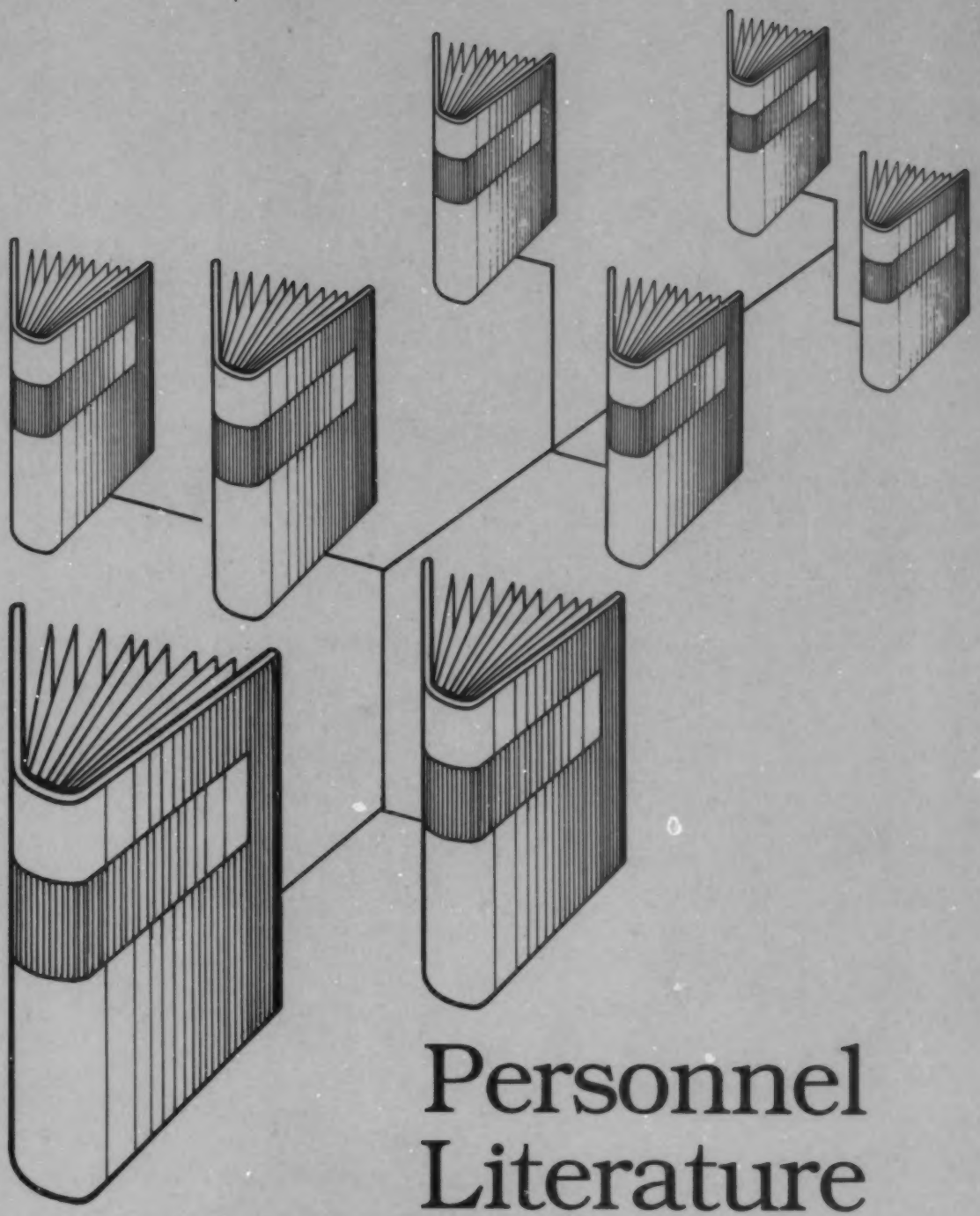

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ABSENTEEISM

12-1

Allcorn, Jean and Seth Allcorn.

Encouraging on-time employee arrivals and departures. **Supervisory management**, 35:3, December 1990.

Descriptors: *Absenteeism control / *Employee attitudes / *Incentives.

12-2

Hazzard, Lance E.

A union says yes to attendance. **Personnel journal**, 69:46-49, November 1990.

Descriptors: *Absenteeism control--Case studies / *Blue collar workers--Personnel policies / *Labor management relations--Case studies.

CAREER PLANNING

12-3

Smith, Robert G.

Getting ahead in the government: be flexible in setting your career goals. **Federal times**, 26:9, October 8, 1990.

Third in a 12-part special series.

Descriptors: *Career planning / *Occupational choice / Federal government.

12-4

Smith, Robert G.

Getting ahead in the government: taking charge of your career. **Federal times**, 26:9, October 1, 1990.

Second in a 12-part special series.

Descriptors: *Career planning / Federal government.

CAREER STAFFING

12-5

Nelson, Todd S.

Continental banks on new hiring plan. **Personnel journal**, 69:95-97, November 1990.

Descriptors: *Recruitment--Methods / *Recruitment--Case studies.

CHANGE, ORGANIZATIONAL

12-6

DeLisi, Peter S.

Lessons from the steel axe: culture, technology, and organizational change. **Sloan management review**, 32:83-93, Fall 1990.

Descriptors: *Change, Organizational / *Organizations--Climate / *Information management.

12-7

Kumar, Kamalesh and Mary S. Thibodeaux.

Organizational politics and planned organization change. **Group & organization studies**, 15:357-365, December 1990.

Descriptors: *Change, Organizational--Research / *Organizational behavior--Research.

CHANGE, ORGANIZATIONAL (Cont'd)

12-8

Want, Jerome H.

Managing change in a turbulent business climate. **Management review,** 79:38-41, November 1990.

Descriptors: *Change, Organizational--Control.

CIVIL SERVICE

12-9

Lewis, Gregory B.

In search of the Machiavellian Milquetoasts: comparing attitudes of bureaucrats and ordinary people. **Public administration review,** 50:220-227, March-April 1990.

Descriptors: *Government employees--Characteristics / *Government employees--Attitudes / Federal government / State government / Local government.

CIVIL SERVICE, FEDERAL

12-10

Ingraham, Patricia W. and David H. Rosenbloom.

Political foundations of the American Federal service: rebuilding a crumbling base. **Public administration review,** 50:210-219, March-April 1990.

Descriptors: *Civil service--Evaluation / *Civil service history / *Public administration / Federal government.

COMMUNICATION

12-11

Maddox, Martha Eaton.

Communication skills needed by first-line managers. **Manage,** 42:11-13+, October 1990.

Descriptors: *Communication in management / *Communication in personnel management / *Executives--Attitudes / *Surveys.

12-12

Slesinski, Raymond A.

The 'right stuff'--giving an executive presentation. **Manage,** 42:22-25+, October 1990.

Descriptors: *Public speaking / *Speeches, addresses, etc. / *Executives--Abilities.

COMPENSATION

12-13

Anderson, Kay E., Philip M. Doyle and Albert E. Schwenk.

Measuring union-nonunion earnings differences. **Monthly labor review,** 6:26-38, June 1990.

Descriptors: *Pay--Comparative studies / *Union members--Pay / Surveys.

12-14

Cooley, Cathy A.

1989 employee benefits address family concerns. **Monthly labor review,** 6:60-63, June 1990.

Descriptors: *Fringe benefits--Statistics / *Leave--Statistics / Surveys.

12-15
Hughes, Gerald.
Rising workers' compensation costs challenging transportation industry. **Occupational health & safety,** 59:70, October 1990.
Descriptors: *Employees' compensation--Costs / *Transportation safety.

12-16
Hyland, Stephanie L.
Helping employees with family care. **Monthly labor review,** 113:22-32, September 1990.
Descriptors: *Fringe benefits--Statistics / *Family (Sociological unit) / *Leave--Statistics.

12-17
Meng, George J.
All the parts of comparable worth. **Personnel journal,** 69:99+, November 1990.
Descriptors: *Pay rates / *Women--Pay / *Job evaluation.

12-18 S/I
Salary budget survey results released. **ACA [American Compensation Association] news,** 33:1+, September 1990.
Descriptors: *Pay surveys.

12-19
Santora, Joyce E.
American opts for flex. **Personnel journal,** 69:32-34, November 1990.
Descriptors: *Cafeteria compensation--Case studies / *Fringe benefits--Case studies.

12-20
Tanner, Lucretia Dewey.
Historic pay bill. **Classifiers column** (Classification and Compensation Society), 21:1-2, October-November 1990.
Descriptors: *Pay--Law and legislation / Federal government.

12-21
Thompson, Brad Lee.
Training's salary survey, 1990. **Training,** 27:47-54+, November 1990.
Descriptors: *Pay surveys / *Training officers--Pay / *Training directors--Pay.

12-22
Tromski, Joan E. and Linda Mezydlo Subich.
College students' perceptions of the acceptability of below average salary offers. **Journal of vocational behavior,** 37:196-208, October 1990.
Descriptors: *Pay research / *Pay rates--Research.

DELEGATION

12-23
Lawrie, John.
Turning around attitudes about delegation. **Supervisory management,** 35:1-2, December 1990.
Descriptors: *Delegation / *Supervisors--Attitudes.

ELECTRONIC DATA PROCESSING

12-24
Pollard, John R.
HRIS: time is of the essence. **Personnel journal,** 69:42+, November 1990.
Descriptors: *Personnel information systems / *Electronic data processing.

EMPLOYEE HEALTH AND MEDICAL CARE

12-25
Ginsburg, Sigmund.
Reducing the stress you cause others. **Supervisory management,** 35:5, December 1990.
Descriptors: *Stress, Psychological / *Health, Employee / *Supervisors--Characteristics.

12-26
Mahler, Kurt.
Europe: the OH&S leader. **Occupational health & safety,** 59:44-45+, October 1990.
Descriptors: *European Economic Community / *Health, Employee--Standards / *Safety--Standards.

12-27
Nelson, Andre.
Supervisors unwittingly cause work place stress. **Supervision,** 51:5-7, December 1990.
Descriptors: *Stress, Psychological / *Supervisors--Attitudes / *Health, Employee.

12-28
Pear, Marcia J.
When the aches and pains aren't arthritis. **Nation's business,** 78:70, November 1990.
Descriptors: *Stress, Psychological / *Chronic diseases.

12-29
Seagren, Jill.
Worksite hearing-conservation program must be more than just hearing tests. **Occupational health & safety,** 59:48+, November 1990.
Descriptors: *Noise / *Noise control.

EMPLOYEE HEALTH AND MEDICAL CARE (Cont'd)

12-30
Smith, R. Blake.
Wellness administrators working to prove programs cost-effective. **Occupational health & safety,** 59:100, October 1990.
Descriptors: *Health benefit programs--Costs / *Preventive health services--Costs.

12-31
Smith, Robert G.
Getting ahead in the government: how to cope with stress on the job. **Federal times,** 26:9, December 3, 1990.
Eleventh in a 12-part special series.
Descriptors: *Stress, Psychological--Control / Federal government.

12-32
Zetlin, Minda.
Clearing the smoke. **Management review,** 79:59, November 1990.
Descriptors: *Health / *Smoking.

EQUAL OPPORTUNITY IN EMPLOYMENT

12-33
Hancock, Gary.
Sex typing. **Manage,** 42:27+, October 1990.
Descriptors: *Sex roles / *Women--Attitudes toward / *Sex discrimination.

ETHICS

12-34
Jensen, Rita Henley.
When is a job offer not one? **National law journal,** 13:1+, December 17, 1990.
Descriptors: *Legal ethics / *Job search / *Attorneys.

12-35
Thompson, Brad Lee.
Ethics training enters the real world. **Training,** 27:82-87+, October 1990.
Descriptors: *Ethics / *Training / *Executives--Training.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

12-36
Herman, Robert D. and Richard D. Heimovics.
An investigation of leadership skill differences in chief executives of nonprofit organizations. **American review of public administration,** 20:107-124, June 1990.
Descriptors: *Executives--Abilities--Research / *Leadership--Research / *Organizations, Nonprofit.

12-37
Raudsepp, Eugene.
Are you flexible enough to succeed? **Manage,** 42:6-10, October 1990.
Descriptors: *Executives--Abilities / *Change (Psychology) / *Success in employment.

EXECUTIVES--COMPENSATION

12-38

Ben-Meyer, Saul.

Beyond qualified plans: providing & securing retirement benefits for execs. **Management review,** 79:29-32, November 1990.

Descriptors: *Executive compensation / *Deferred compensation / *Executives--Retirement.

EXECUTIVES--RESPONSIBILITIES

12-39

Sashkin, Marshall and Richard L. Williams.

Does fairness make a difference? **Organizational dynamics,** 19:56-71, Autumn 1990.

Descriptors: *Executives--Responsibilities / *Equity / *Executives--Attitudes / *Executives--Characteristics.

12-40

Senge, Peter M.

The leader's new work: building learning organizations. **Sloan management review,** 32:7-23, Fall 1990.

Descriptors: *Executives--Responsibilities / *Organizational effectiveness / *Leadership.

EXECUTIVES--TRAINING

12-41

Cramer, Kathy and John Pearce.

Work and family policies become productivity tools. **Management review,** 79:42-44, November 1990.

Descriptors: *Executives--Training / *Family (Sociological unit).

12-42

Uhl-bien, Mary and others.

Company paternalism and the hidden-investment process: identification of the "right type" for line managers in leading Japanese organizations. **Group & organization studies,** 15:414-430, December 1990.

Descriptors: *Management development--Comparative studies / *Japan.

HANDICAPPED

12-43

McKee, Bradford A.

Planning for the disabled. **Nation's business,** 78:24+, November 1990.

Descriptors: *Handicapped--Employment--Law and legislation.

INSURANCE, LIFE

12-44

Simons, Margaret and Cynthia Thompson.

Life insurance benefits for retired workers. **Monthly labor review,** 113:17-21, September 1990.

Descriptors: *Insurance, Life--Statistics / *Retirees--Insurance--Statistics.

INTERVIEWING

12-45

Kinicki, Angelo J. and others.

Interviewer predictions of applicant qualifications and interviewer validity: aggregate and individual analyses. **Journal of applied psychology,** 75:477-486, October 1990.

Descriptors: *Interviewing--Research / *Selection--Research.

12-46

Pfau, Joanne.

The ten most common interviewing mistakes. **Supervisory management,** 35:9, December 1990.

Descriptors: *Interviewing--Methods.

12-47

Smith, Robert G.

Getting ahead in the government: preparation for a successful interview. **Federal times,** 26:11, November 12, 1990.

Eighth in a 12-part special series.

Descriptors: *Interviewing / Federal government.

INVASION OF PRIVACY

12-48

Bahls, Jane Easter.

Checking up on workers. **Nation's business,** 78:29-31, December 1990.

Descriptors: *Invasion of privacy / *Personnel policies / *Personnel records / *Information policy.

12-49

Riccucci, Norma M.

Drug testing in the public sector: a legal analysis. **American review of public administration,** 20:95-106, June 1990.

Descriptors: *Medical and physical examinations--Law and legislation / *Medical and physical examinations--Cases / *Drug abusers / *Invasion of privacy--Cases / Federal government.

JOB ANALYSIS

12-50

Perlman, Stephen L.

Employees redesign their jobs. **Personnel journal,** 69:37-38+, November 1990.

Descriptors: *Job design.

LABOR FORCE

12-51

McCune, Jenny C.

Japan says sayonara to womb-to-tomb management. **Management review,** 79:12-16, November 1990.

Descriptors: *Labor force / *Japan / *Management.

LABOR FORCE (Cont'd)

12-52
Plunkert, Lois M.
The 1980's: a decade of job growth and industry shifts. **Monthly labor review,** 113:3-16, September 1990.
Descriptors: *Labor force--Statistics.

LABOR TURNOVER

12-53
Gerhart, Barry.
Voluntary turnover and alternative job opportunities. **Journal of applied psychology,** 75:467-476, October 1990.
Descriptors: *Labor turnover causes--Research.

LEADERSHIP

12-54
Conger, Jay A.
The dark side of leadership. **Organizational dynamics,** 19:44-55, Autumn 1990.
Descriptors: *Leadership / *Leadership--Case studies / *Executives--Characteristics--Case studies.

12-55
Dockery, Terry M. and Dirk D. Steiner.
The role of the initial interaction in leader-member exchange. **Group & organization studies,** 15:395-413, December 1990.
Descriptors: *Leadership theory.

12-56
Waldman, David A., Bernard M. Bass and Francis J. Yammariono.
Adding to contingent-reward behavior: the augmenting effect of charismatic leadership. **Group & organization studies,** 15:381-394, December 1990.
Descriptors: *Leadership research / *Motivation research / *Incentives--Research.

MANAGEMENT

12-57
Adler, Paul S. and Aaron Shenbar.
Adapting your technological base: the organizational challenge. **Sloan management review,** 32:25-37, Fall 1990.
Descriptors: *Management / *Organizational effectiveness--Case studies / *Technology.

12-58
Corbett, Michael F.
Using quantitative analysis to plan and manage IS support functions. **Journal of systems management,** 41:21-29+, November 1990.
IS = information systems.
Descriptors: *Management information systems.

MANAGEMENT (Cont'd)

12-59

Geber, Beverly.

Benchmarking: measuring yourself against the best. **Training,** 27:36-38+, November 1990.

Descriptors: *Quality control / *Production standards.

12-60

Lei, David, John W. Slocum, Jr. and Robert W. Slater.

Global strategy and reward systems: the key roles of management development and corporate culture. **Organizational dynamics,** 19:27-41, Autumn 1990.

Descriptors: *Management / *Corporations.

12-61

Ragozzino, Pat P.

IS quality--what is it? **Journal of systems management,** 41:15-16, November 1990.

IS = information systems.

Descriptors: *Management information systems / *Quality control.

12-62

Tobin, Lawrence M.

The new quality landscape: Total Quality Management. **Journal of systems management,** 41:10-14, November 1990.

Descriptors: *Quality control.

MOTIVATION

12-63

Herman, Roger E.

Federal human resource management must be innovative. **Classifiers column** (Classification and Compensation Society), 21:3-4, October-November 1990.

Descriptors: *Motivation / *Pay / Federal government.

OCCUPATIONS AND OCCUPATIONAL CHOICE

12-64

Szmania, Jacqueline M. and Dennis Doverspike.

A test of the differential investment hypothesis applied to the exploration of gender differences in reactions to pay. **Journal of vocational behavior,** 37:239-250, October 1990.

Descriptors: *Occupational choice--Research / *Pay research / *Sex roles--Research.

ORGANIZATIONAL BEHAVIOR

12-65

Goldstein, Jeffrey and Marjorie Leopold.

Corporate culture vs. ethnic culture. **Personnel journal,** 69:82-83+, November 1990.

Descriptors: *Organizations--Climate / *National characteristics / *Cross cultural communication.

ORGANIZATIONAL BEHAVIOR (Cont'd)

12-66
Wisman, Eric W.
Peer pressure curbs drug use. **Personnel journal**, 69:29-30, November 1990.
Descriptors: *Accidents--Prevention / *Drug abusers--Rehabilitation / *Organizations--Climate / *Pressure groups--Case studies.

ORGANIZATIONS

12-67
Fagenson, Ellen A. and W. Warner Burke.
The activities of organization development practitioners at the turn of the decade of the 1990s. **Group & organization studies**, 15:366-380, December 1990.
Descriptors: *Organization development--Research.

12-68
Rousseau, Denise M.
Normative beliefs in fund-raising organizations. **Group & organization studies**, 15:448-460, December 1990.
Descriptors: *Organizations--Climate--Research / *Fund raising / *Organizational characteristics--Research.

PARTICIPATIVE MANAGEMENT

12-69
Lawler, Edward E., III.
The new plant revolution revisited. **Organizational dynamics**, 19:4-14, Autumn 1990.
Descriptors: *Participative management / *Teamwork.

12-70
Leonard, Richard.
ESOPs bring participation home. **Management review**, 79:45-49, November 1990.
ESOP = employee stock ownership plan.
Descriptors: *Participative management / *Stock purchase plans.

12-71
Manz, Charles C., David E. Keating and Anne Donnellon.
Preparing for an organizational change to employee self-management: the managerial transition. **Organizational dynamics**, 19:15-26, Autumn 1990.
Descriptors: *Participative management--Administration / *Executives--Responsibilities / *Change, Organizational--Administration.

12-72
Tregoe, Benjamin B. and Peter M. Tobia.
Why involve middle managers in strategy? **Manage**, 42:30-31+, October 1990.
Descriptors: *Participative management / *Middle management / *Middle managers.

PARTICIPATIVE MANAGEMENT (Cont'd)

12-73

Weiss, Donald H.

Self-directed teams: the true measure of effectiveness. **Supervisory management**, 35:4, December 1990.

Descriptors: *Team development / *Leadership.

PERFORMANCE EVALUATION

12-74

Jako, Robert A. and Kevin R. Murphy.

Distributional ratings, judgment decomposition, and their impact on interrater agreement and rating accuracy. **Journal of applied psychology**, 75:500-505, October 1990.

Descriptors: *Performance evaluation--Research.

12-75

Sanford Teller Communications.

What does your boss really think of you? **Supervision**, 51:10, December 1990.

Descriptors: *Performance evaluation / *Feedback (Psychology).

PERSONNEL ADMINISTRATION

12-76

Profiles in human resource: 1991. **Human resource executive**, 4:15+, no. 13 1991.

Partial contents: Addressing the benefits question; Communicating with consultants; HRIS: the silent revolution; Outplacement industry mushrooms: further growth predicted; Outrunning the recruiting crisis; Incentives and awards: prize-winning motivation; Relocation: high cost is in more than money; Temporary services: $12 billion strong and growing; Testing: need expands, but so do the laws; Training for management and supervisors a top priority.

Descriptors: *Fringe benefits / *Consultants / *Incentives / *Relocation / *Temporary employees / *Tests / *Management development.

PERSONNEL POLICIES

12-77

Andrews, Michelle.

New technology enhances effort to detect drugs in the workplace. **Occupational health & safety**, 59:38-40, October 1990.

Descriptors: *Drug abusers--Personnel policies / *Medical and physical examinations / *Investigations.

PERSONNEL RESEARCH

12-78

Bagozzi, Richard P. and Youjae Yi.

Assessing method variance in multitrait-multimethod matrices: the case of self-reported affect and perceptions at work. **Journal of applied psychology**, 75:547-560, October 1990.

Descriptors: *Analysis of variance--Research / *Multivariate analysis--Research.

PERSONNEL RESEARCH (Cont'd)

12-79
Greenberg, Jerald.
Employee theft as a reaction to underpayment inequity: the hidden cost of pay cuts. **Journal of applied psychology,** 75:561-568, October 1990.
Descriptors: *Employee theft--Research / *Equity--Research / *Pay research.

12-80
Russell, Craig J. and others.
Predictive validity of biodata items generated from retrospective life experience essays. **Journal of applied psychology,** 75:569-580, October 1990.
Descriptors: *Prediction of occupational success--Research / *Biographical inventories--Research.

POSITION CLASSIFICATION

12-81
O'Connell, James and Olivia White.
A position classification expert system for automated personnel management. **Classifiers column** (Classification and Compensation Society), 21:8-15, October-November 1990.
Descriptors: *Position classification--Automation / *Personnel administration--Automation / Federal government.

12-82
Rafshoon, Ellen.
OPM set to overhaul classification of jobs. **Federal times,** 26:1+, December 17, 1990.
Descriptors: *Position classification / *U.S. Office of Personnel Management--Rules and practice / Federal government.

PRODUCTIVITY

12-83
Larson, James R., Jr. and Christine Callahan.
Performance monitoring: how it affects work productivity. **Journal of applied psychology,** 75:530-538, October 1990.
Descriptors: *Performance--Research / *Work measurement--Research.

12-84
Laurent, Anne.
Does hard work really pay off? **Federal times,** 26:1+, October 22, 1990.
Descriptors: *Performance / *Performance evaluation / Federal government.

12-85
Reitzfeld, Milt.
Dealing with employee waste. **Journal of systems management,** 41:19, November 1990.
Descriptors: *Efficiency, Employee.

PROMOTION

12-86
Smith, Robert G.
Getting ahead in the government: applying for a promotion takes effort. **Federal times,** 26:9, November 5, 1990.
Seventh in a 12-part special series.
Descriptors: *Promotion / Federal government.

12-87
Smith, Robert G.
Some extras needed to get promoted. **Federal times,** 26:9, December 24, 1990.
Descriptors: *Promotion / *Success in employment / Federal government.

PUBLIC ADMINISTRATION

12-88
The changing public service: looking back...moving forward. **Public administration review,** 50:199-209, March-April 1990.
Comments by Dwight Waldo, Manlio F. De Angelis, Marshall E. Dimock, William W. Parsons, Elmer B. Staats, O. Glenn Stahl, Donald C. Stone, and Paul P. Van Riper, at the fiftieth anniversary conference of the American Society for Public Administration in 1989.
Descriptors: *Public administration / *Public administration--Anecdotes, facetiae, satire, etc.

12-89
Frank, Anthony M.
Can a government enterprise be efficient? **Vital speeches of the day,** 57:61-64, November 1, 1990.
Anthony M. Frank is Postmaster General of the United States.
Descriptors: *U.S. Postal Service--Administration / *Organizational effectiveness / Federal government.

12-90
Frederickson, H. George.
Public administration and social equity. **Public administration review,** 50:228-237, March-April 1990.
Descriptors: *Public administration / *Equity.

12-91
Laurent, Anne.
Beware--law makes contractor contacts dangerous. **Federal times,** 26:3+, December 17, 1990.
Descriptors: *Purchasing, Government--Law and legislation / *Purchasing agents--Responsibilities / Federal government.

PUBLIC ADMINISTRATION (Cont'd)

12-92
Marshall, Gary S.and Orion F. White, Jr.
The Blacksburg manifesto and the postmodern debate: public administration in a time without a name. **American review of public administration,** 20:61-76, June 1990.
Descriptors: *Public administration--Theory.

12-93
Skok, James E.
Theory of strategic action for public policy. **American review of public administration,** 20:77-93, June 1990.
Descriptors: *Policy formulation / *Administrative agencies / Federal government.

12-94
Stillman, Richard J., II.
The peculiar "stateless" origins of American public administration and the consequences for government today. **Public administration review,** 50:156-167, March-April 1990.
Descriptors: *Public administration--Theory.

12-95
Van Wart, Montgomery and N. Joseph Cayer.
Comparative public administration: defunct, dispersed, or redefined? **Public administration review,** 50:238-248, March-April 1990.
Descriptors: *Public administration--Comparative studies.

12-96
Wise, Charles R.
Public service configurations and public organizations: public organization design in the post-privatization era. **Public administration review,** 50:141-155, March-April 1990.
Descriptors: *Public administration--Research / *Privatization--Research.

12-97
Zeidner, Rita L.
Agency ombudsmen: neither fish nor fowl...nor popular. **Federal times,** 26:2, December 17, 1990.
Descriptors: *Ombudsman / Federal government.

REDUCTION IN FORCE

12-98
Zemke, Ron.
The ups and downs of downsizing. **Training,** 27:27-30+, November 1990.
Descriptors: *Reduction in force / *Organizational structure / *Middle managers.

RELOCATION

12-99

Goodrich & Sherwood Co.

Costs triple to move average top executive. **Supervision,** 51:11, December 1990.

Descriptors: *Relocation--Costs / *Moving expenses.

REMOVAL

12-100

Roberds, Darryel.

Supervisors must occasionally fire someone. **Supervision,** 51:14-18, December 1990.

Descriptors: *Removal / *Damages / *Personnel policies.

RETIREMENT

12-101

Grad, Susan.

Earnings replacement rates of new retired workers. **Social Security bulletin,** 53:2-19, October 1990.

Descriptors: *Retirement benefits / *Social security.

SAFETY

12-102

Krause, Thomas R., John H. Hidley and Stanley J. Hodson.

Broad-based changes in behavior key to improving safety culture.

Occupational health & safety, 59:31-37+, July 1990.

Descriptors: *Safety education / *Behavior modification / *Attitude change.

12-103

Markus, Tim.

Incentive merchandise helps boost goals of workplace safety programs.

Occupational health & safety, 59:56+, November 1990.

Descriptors: *Safety--Administration / *Incentive awards.

12-104

Timura, Mike.

Construction workers should be part of effort to improve workplace safety.

Occupational health & safety, 59:74, October 1990.

Descriptors: *Safety--Law and legislation / *Industrial accidents--Prevention / *Construction industry--Safety measures / *Construction workers.

12-105

Vetter, Richard J.

Demand for safety in healthcare grows even as institutions face budget cuts.

Occupational health & safety, 59:68+, October 1990.

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Descriptors: *Supervisors--Responsibilities / *Secretaries.

12-107
Lussier, Robert N.
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12-108
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12-109
Pistilli, E. Edward.
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Descriptors: *Problem employees / *Supervisors--Responsibilities.

12-110
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12-111
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12-115
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Descriptors: *Training / *Quality control.

12-117
Cohen, Julie A.
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Descriptors: *Training departments--Finance / *Training administration--Statistics / Surveys.

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12-121
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12-122
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12-123
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12-127
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Descriptors: *Su cess in employment / Federal government.

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Federal times, 26:9, October 15, 1990.
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Descriptors: *Success in employment / Federal government.

12-129
Smith, Robert G.
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Federal times, 26:9, November 26, 1990.
Tenth in a 12-part special series.
Descriptors: *Success in employment / Federal government.

12-130
Smith, Robert G.
Getting ahead in the government: making your work known to supervisors.
Federal times, 26:9, October 29, 1990.
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Descriptors: *Success in employment / Federal government.

12-131
Smith, Robert G.
Getting ahead in the government: reprogramming passive attitudes. **Federal times,** 26:15, September 24, 1990.
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Descriptors: *Success in employment / Federal government.

12-132
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Getting ahead in the government: sustaining your motivation up the ladder.
Federal times, 26:9, November 19, 1990.
Ninth in a 12-part special series.
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12-133
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'Telecommuters' praise in-house job experiment. **Federal times,** 26:3+, October 29, 1990.
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